

**Commonwealth of Massachusetts
Department of Fire Services
Job Posting**

Special Operations Driver / Operational Support Staff

Job Information:

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| Job Title: | Operational Support Staff |
| Position Type: | Contract |
| Full-time/Part-time: | Part-time |
| Salary range: | \$18.45 - \$25.62 per hour |
| Shift: | varies, as needed |
| Number of Vacancies: | multiple |
| Confidential: | No |
| City/Town Location: | Stow |
| Facility Location: | Stow |
| Region: | Central |
| Application Deadline: | March 28, 2009 |

The DFS Special Operations Unit will be adding qualified drivers /operational support staff to its response teams in order to handle the increasing number of requests for support received from local communities and the addition of new vehicles. New Staff must have a valid Class B Commercial Drivers License, and a clean driving record.

Duties:

Drivers / operational support staff will be working members of a response team and have the responsibility to move Department of Fire Services owned vehicles to and from incidents and based areas listed below. Drivers must be able to respond to one of the areas listed below and have the vehicle en route to an incident scene within 15 to 20 minutes of notification (weather permitting).

- Department of Fire Services, Stow
- Easthampton Fire
- Middleboro Fire (North Station)

Operational support Staff works in teams and support communities across the Commonwealth by responding to a variety of incidents and events. The major job functions of these positions include, but are not limited to handling radio communications; telephone communications; video recording; setting up and taking down audio-visual equipment; operating computers, involving log recording, internet research, global positioning, tracking of personnel, equipment and apparatus, in addition to general typing. The teams work on one of the following vehicles, Incident Response Unit, a state of the art vehicle equipped to respond to any type of emergency or disaster; Incident Rehabilitation Unit, designed to provide a variety of services to assist in the rehabilitation of incident response staff at the scene of an emergency.. Team members are paged to meet and work with the unit on scene for both long and short-term events anywhere in the Commonwealth.

An introduction training program and quarterly training programs must be attended.

Qualifications:

- A valid Class B Commercial Drivers License
- Clean Driver record
- Completion of the National Incident Management System Level 200

Preferred Qualifications:

- Completion of National Incident Management System Level 300.
- Knowledge of and ability to operate computers and software, radios, audio-visual and telecommunications equipment are a plus.
- Ability to communicate effectively orally and in writing.
- Ability to solve complex problems.
- Ability to make decisions.
- Ability to learn and accept new procedures; ability to anticipate problems and develop solutions.
- Ability to work well with others.
- Organizational Skills are a must.
- Excellent computer skills are a plus.
- Excellent writing skills are a plus.
- Must be a team player.
- Must be able to respond to incidents 24 hours a day, 7 days a week when not on regular duty.
- Must be able to thrive in a time sensitive, challenging and rapidly changing environment.

How to Apply:

Submit Cover Letter, Resume and Application to:

Department of Fire Services
Human Resource Office
P.O. Box 1025, State Road
Stow, MA 01775
Telephone: (978) 567-3145

Please download application from DFS website www.state.ma.us/dfs and click on DFS Employment Opportunities

Agency web address: www.state.ma.us/dfs

Affirmative Action Officer: Mrs. Maribel Fournier, (978) 567-3140

An Equal Opportunity/Affirmative Action Employer. Women, minorities, veterans and people with disabilities are strongly encouraged to apply.